

**HALL MEMORIAL LIBRARY  
BOARD OF TRUSTEES' MEETING  
JANUARY 12, 2016**

RECEIVED

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ELLINGTON TOWN CLERK

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:32 PM. Members present were Mary Blanchette, Mary Clements, Daniel Sclare, Judy Stomberg, Janet Wieliczka Patricia Grundman, Children's Librarian and Assistant Library Director, and Library Director Susan Phillips. Marcia Downs was present as Recording Secretary.
- II. Citizens' Forum –Staff member Francie Berger joined the meeting at 8:00 PM.
- III. Approval of Minutes of the December 8, 2105 Meeting – The minutes were reviewed by the members present and were unanimously accepted (Clements/Blanchette) with the following change: Under Election of Officers (IV), the term is for two years, not one year as written.
- IV. Treasurer's Report – The Treasurer's Report for December 2015 was read by Marcia Downs, and items were reviewed.
- V. Current Year Budget – Sue Phillips distributed a copy of the Year- To-Date Budget Report for the Year Ending January 31, 2016. Expended totals are where they need to be for the period.
- VI. Library Director's Report – Sue Phillips distributed copies of the Director's Report dated January 12, 2016. Highlights included the completion of the roofing project; a report on the State-run interlibrary delivery system, DeliverIt, which is being revamped; and a change in staffing hours in order to allow Reference Librarian Francie Berger to be removed from the Saturday schedule. A replacement for this position was advertised, and Susan Phillips will be interviewing 3 candidates on Wednesday. Other items discussed were the revision of the Library Website and the layout thereof, and that the distribution program of IRS Tax Forms will be different yet again, with only copies of the three basic forms and instructions for them. Library staff will supplement these by offering photocopies of the forms as needed.
- VII. Friends of the Library Report – Sue Phillips reported that the Holiday Cookie Sale went very well, selling about 114 trays. The next Book Sale will be in April 2106. Also, the Book Bundles that were sold as Holiday gift items were extremely popular this year.
- VIII. Old Business –Capital Improvements – Replacement of the two water fountains were added to the Capital Improvement request for bathroom renovation under the 5 year plan. Our request was presented to the Committee on January 4. – By-Laws – Will be reviewed at the next regular meeting. – Policies – This will also be discussed at a future meeting.
- IX. New Business – 2016-2017 Budget – A preliminary Budget for Fiscal Year 2016-2017 was reviewed, and will be decided on at the next regular Board meeting in February. Increases for salaries and Library Materials were discussed.
- X. Trustees' Concerns – None.
- XI. Correspondence – None.
- XII. Adjournment – The meeting was adjourned at 9:13 PM (Wieliczka/Clements), by a unanimous vote.

Respectfully submitted,

*Marcia H. Downs*